



Directorate of  
Children & Families

# Post-16 Transport Policy Statement

2023/24

# Document Control

## Ownership & Review

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# 1. Background

The Redcar & Cleveland Transport Policy Statement is published annually. It is a single point of reference to enable young people to find out more about the transport assistance available locally. It can help post-16 learners make well-informed choices about where they can study.

The Transport Policy Statement is relevant to those students resident in the borough who are:

- aged 16-18;
- aged 19+ if they are still on a learning programme that they started before their 19<sup>th</sup> birthday; or
- aged 19-24 if they have a current Education, Health and Care Plan

and who are enrolled in full-time learning or training at:

- an establishment funded directly by the Education & Skills Funding Agency;
- a learning provider funded by the local authority to deliver accredited learning; or
- an establishment directly funded by the Education & Skills Funding Agency that provides an apprenticeship or traineeship.

The local authority will seek service users' views annually regarding the transport assistance described in the Transport Policy Statement.

## 2. Who is eligible for assistance?

Assistance from Redcar & Cleveland local authority is available to support some young people aged 16 or older to access relevant learning. Transport assistance is discretionary and subject to the availability of resources and subject to an individual student meeting the relevant eligibility criteria.

Local authorities are expected to prioritise support to students who need it the most. Particular consideration has been given to the needs of those students with learning difficulties and/or disabilities.

Local authorities also have a duty to encourage, enable and assist young people with learning difficulties / disabilities to participate in education and training, up to the age of 25. The adult duty applies only to young people who are attending a course which they started after their 19th birthday. Where the local authority makes such arrangements, any transport provided must be free of charge.

In order to be considered for travel assistance, learners must be attending an eligible learning centre such as a school sixth form, further education college or work-based learning provider. Eligible learners are defined in Section 509AC of the Education Act 1996; learners must also be enrolled on a valid full-time programme of learning. This may include:

- full-time further education courses up to and including Level 3, that require at least 12 hours guided study per week at a college or school;
- a course of at least 16 hours guided study per week that leads to an Apprenticeship;
- a Foundation Learning Programme funded by the Education & Skills Funding Agency.

### **3. What assistance is available?**

Local authorities have the discretion to determine what transport and financial support are necessary to facilitate young people's attendance and determine a reasonable level of transport or financial support that is considered necessary to ensure access to education or training for young people resident within the borough.

Redcar & Cleveland local authority currently provides different levels of assistance based on individually assessed needs, reasonableness and affordability. At present, Redcar & Cleveland local authority offers the following to young people resident in the borough:

#### **3.1 Independent Travel Training**

The local authority employs an Independent Travel Training team who can offer Individual training to young people to support them to learn to travel to school or college safely.

The team will work on a 1:1 basis with a young person to teach a particular route by travelling with the student until they feel confident to travel independently. They will also cover personal safety, stranger danger and 'what if' scenarios as part of the training.

The team work closely with special school to identify young people who will be suitable for independent travel and offer group work in school.

Special schools may also provide their own independent travel training to students to assist them in being less reliant on specialist transport after year 11 and to prepare them for independence after leaving school.

Some colleges and training providers deliver some aspects of travel training to their students. Please speak to them for further information.

## **Eligibility**

To be eligible for the local authority's independent travel training, a student should:

- be resident in the borough;
- be aged 16 – 24 on 31st August in the year that their learning programme commences;
- have a current Education, Health and Care Plan or significant special educational needs that are a barrier to travelling independently;
- be enrolled on a learning programme funded by the Education & Skills Funding Agency or local authority.

## **How to apply**

This is currently a free service and is accessed via a referral from school, college or another professional working closely with a young person, e.g., SEN Link Officer, Careers Adviser or Social Worker.

## **3.2 Local Authority Transport Provision**

Redcar & Cleveland local authority provides transport for some students with special educational needs, a learning difficulty or disability who would not otherwise have any means of accessing a learning programme.

## **Eligibility**

To be considered for assistance with transport provided by the local authority, a student must:

- be resident in the borough;
- be aged 16 – 24 on 31<sup>st</sup> August in the year that their learning programme commences;
- have a current Education, Health and Care Plan;
- have no other means of travelling to the learning provider;
- be enrolled on a learning programme funded by the Education & Skills Funding Agency or local authority that
  - is at a higher level than the previous level achieved;
  - provides appropriate progression to further learning or employment;
  - is with the nearest provider that can meet the majority of needs within the local authority boundary OR is with the provider named in their most recent statement of SEN / Education, Health and Care Plan.

## **How to apply**

An application for assistance should be submitted on behalf of the student by the current school, college or provider using the local authority's current AT1B form. Transport eligibility will not be considered unless a completed and signed ATN1B is provided. Supporting evidence may need to be provided, such as the most recent

Education, Health and Care Plan. It is recommended that applications are made by 31<sup>st</sup> May in the academic term prior to the start of the course, in case the application is rejected, and the student has to consider alternative arrangements.

### **3.3 Personal Budgets and DLA/PIP**

A young person with an Education Health and Care Plan (or their parents) may be entitled to request a personal budget to help meet specific costs arising from the young person's special educational needs. Parents should discuss with the Council's SEN Service whether a personal budget may be appropriate on a case-by-case basis.

If a family is in receipt of Disability Living Allowance (DLA), Personal Independence Payment (PIP), a personal budget as part of an EHC Plan or any other direct payment provided to help fund travel arrangements for a young person, this will be taken into account when assessing eligibility for assistance with home to school travel for that young person.

Students attending work placement as part of certain courses could be entitled to support through the DWP's Access to Work scheme, which can include travel to work support or a travel buddy. For more information please see [Access to Work: get support if you have a disability or health condition: What Access to Work is - GOV.UK \(www.gov.uk\)](https://www.gov.uk/get-support-if-you-have-a-disability-or-health-condition/what-access-to-work-is). Where this applies the Local Authority expect students to utilise this and arrange their own transport'.

### **3.4 Additional travel assistance for priority students**

#### **Short-term medical conditions**

Students suffering from a short-term medical condition or injury that impairs their ability to walk or prevents them from attending their learning programme may apply for travel assistance on medical grounds. Assistance granted on medical grounds will be limited to the duration of the learner's incapacity and will require a supporting letter from an appropriate health professional. Applications for travel on medical grounds must be submitted to the learning centre in the first instance. The school, college or provider should complete local authority's current AT1B form to apply for assistance for the student.

#### **Young parents**

Care to Learn (C2L) is a national scheme that can help pay for childcare and travel costs for students aged 19 and under at the start of their course. Further details are available at [www.gov.uk/care-to-learn](https://www.gov.uk/care-to-learn).

## **4. Additional information**

### **4.1 Travel outside of the Borough**

Redcar & Cleveland local authority supports choice so that young people should have a reasonable opportunity to choose between the courses available to them at 16 and be supported to access their choices.

Local authority transport e.g., taxis, mini-buses etc, will not be provided to learners who choose to enrol in an out-of-borough educational establishment unless it makes sense for an individual student because a similar, suitable course is not available locally.

The local authority may provide assistance if a similar course is not available locally however students should also enquire about travel assistance available from their learning provider.

Colleges may be able to provide assistance with transport for some pupils from their student access budget.

### **4.2 Distance considerations**

A young person can reasonably be expected to walk three miles to access education or training, assuming a safe walking route is available and taking into account the impact a learning difficulty or disability may have on a young person's ability to walk this distance.

### **4.3 Journey time considerations**

Best practice suggests that a journey of up to 75 minutes each way to access learning is reasonable but that a single journey should not necessitate several changes of transport.

## **5. Further assistance with travel**

In addition to assistance from the local authority, local schools and colleges may also offer support with transport. Further details can be found below or by accessing the web links:

## **5.1 Schools with Sixth Forms:**

**Nunthorpe Academy**

<http://www.nunthorpe.co.uk/sixth-form/support/>

## **5.2 Colleges**

**Askham Bryan College**

[Transport - \(askham-bryan.ac.uk\)](http://askham-bryan.ac.uk)

**Prior Pursglove College**

<http://pursglove.ac.uk/16-19-students/student-support/>

**Redcar & Cleveland College**

<https://www.cleveland.ac.uk/student-services/free-travel/>

**Middlesbrough College**

<https://www.mbro.ac.uk/student-services/travelling-to-college>

## **5.3 Free bus pass for reasons of disability**

You may be eligible for a free bus pass for reasons of disability. If you think that this may apply to you, you can apply for a bus pass. The Local authority will require evidence to support your application.

For more information, please click on the following link:

<https://www.redcar-cleveland.gov.uk/resident/roads-and-travel/Pages/Bus-Passes.aspx>

## **5.4 Residential bursary fund**

Colleges may offer a bursary at their discretion to help young people pay daily transport costs.

## **5.5 Arriva student saver tickets**

Students studying full time at universities, colleges or sixth form schools in the North East can buy money-saving tickets lasting for a term or full academic year.



For more information and prices please click on the following link:

[Student & University Bus Travel | Arriva Bus](#)

## **5.6 National Rail 16-17 Saver Scheme and the 16-25 Railcard**

Information regarding National Rail schemes for students of all ages can be found at:

[Are you eligible? - 16-17 Saver](#)

## **5.7 Other Useful Links**

Stagecoach on Teesside, 01642 602112, [www.stagecoachbus.com](http://www.stagecoachbus.com)

Arriva North East, 0191 2811313, [www.arriva.co.uk](http://www.arriva.co.uk)

Northern Rail [Train Tickets | Buy Cheap Train Tickets Online | Northern \(northernrailway.co.uk\)](#)

Traveline [Traveline North East – impartial information about all public transport services](#)

Google Maps <https://www.google.co.uk/maps?hl=en&tab=wl>

# **6.0 Information, Complaints and Appeals**

## **6.1 Publication Strategy**

The Council's aim is to develop a clear and unambiguous policy framework which is promoted through accessible information.

## **6.2 Complaints**

The Council's aim is to always provide the best possible services. If a complaint is received, the Council will investigate and take corrective action, if necessary. Any complaint about the service provided through the home to school travel policy will be investigated in line with the Council's corporate complaints procedure. This is with the exception of complaints which involve the welfare of a Child in Our Care which will be managed under the Council's procedures for Children's Social Care.

## 6.3 Appeals

There is a two-stage appeal process for parents/carers who wish to challenge a decision about:

- the transport arrangements offered.
- their child's eligibility.
- the distance measurement in relation to statutory walking distances; and
- the safety of the route.

### **Stage One: Review by a Senior Officer**

A parent/carer has 20 working days from receipt of the Council's home to school transport decision to make a written request asking for review of the decision.

The written request should detail why the parent/carer believes the decision should be reviewed and give details of any personal and/or family circumstances the parent/carer believes should be considered when the decision is reviewed.

Within 20 working days of receipt of the parent/carers written request a senior officer reviews the original decision and sends the parent/carer a detailed written notification of the outcome of the review, setting out:

- the nature of the decision reached.
- how the review was conducted.
- information about other departments or agencies consulted.
- what factors were considered and the rationale for the decision.
- how the parent/carer can escalate their case to stage two, if desired.

### **Stage two: Review by an Independent Appeal Panel**

A parent/carer has 20 working days from receipt of the Council's stage one written decision notification to make a written request to escalate the matter to stage two.

Within 40 working days of receipt of the parent/carers request, an independent appeal panel considers written and verbal representations from the parent/carer and from officers involved in the case. The panel gives a detailed written notification of the outcome (the parent/carer will be informed of their right to put the matter to the Local Government Ombudsman, if appropriate).

The Independent Appeal Panel members should be independent of the process to date and be suitably experienced, to ensure a balance between meeting the needs of the parents and the Council, that road safety requirements are complied with and that no child is placed at unnecessary risk.

Please note: A Transport Appeal will be dealt with through the Transport Appeal procedure. A complaint will be investigated through the relevant Complaints procedure.

### **Contact Details**

For further information and advice or to appeal please contact:

Redcar & Cleveland Borough Council  
Children & Families Transport Section  
Phone: 01642 444973  
[www.redcar-cleveland.gov.uk](http://www.redcar-cleveland.gov.uk)

Complaints can be sent either via an online form on the local authority's website, emailed via [contactus@redcar-cleveland.gov.uk](mailto:contactus@redcar-cleveland.gov.uk) or a letter sent to:

Children & Families Service Complaints Officer  
Redcar & Cleveland Borough Council  
Seaford House  
Kirkleatham Street  
Redcar  
Yorkshire  
TS10 1RT

If you are not satisfied with the outcome of your complaint regarding this transport policy, young people or their families may complain to the Secretary of State for Education.